

FIG. 1

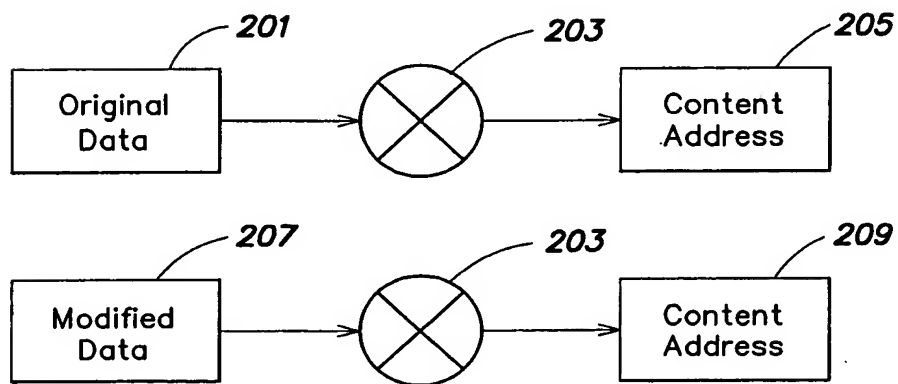


FIG. 2

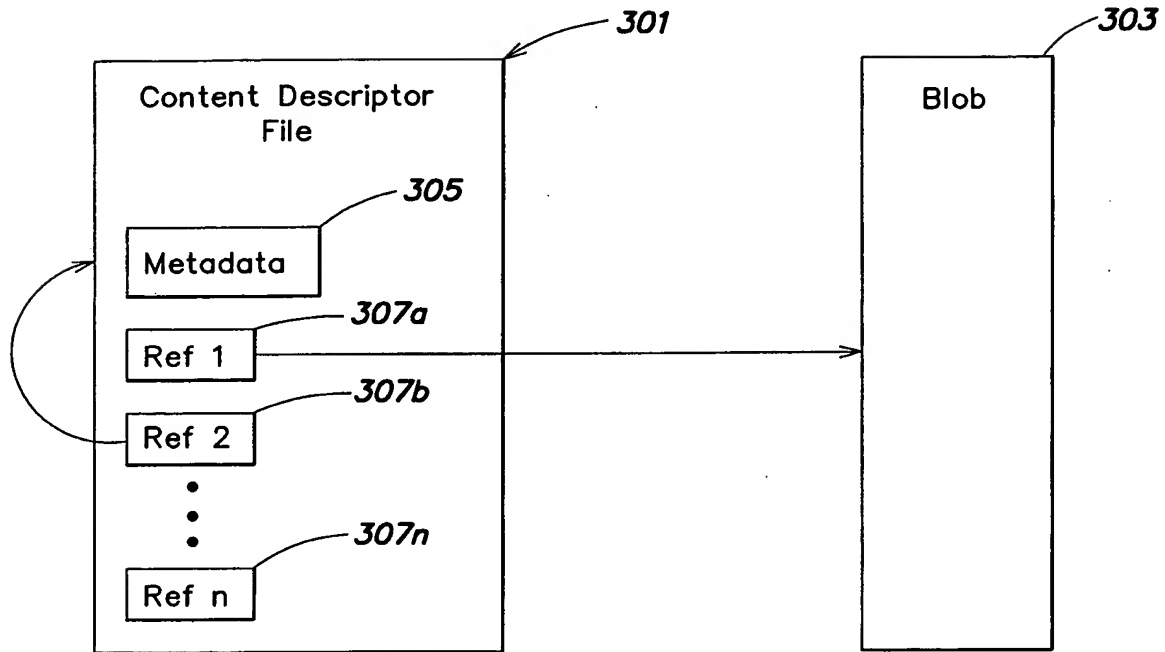


FIG. 3

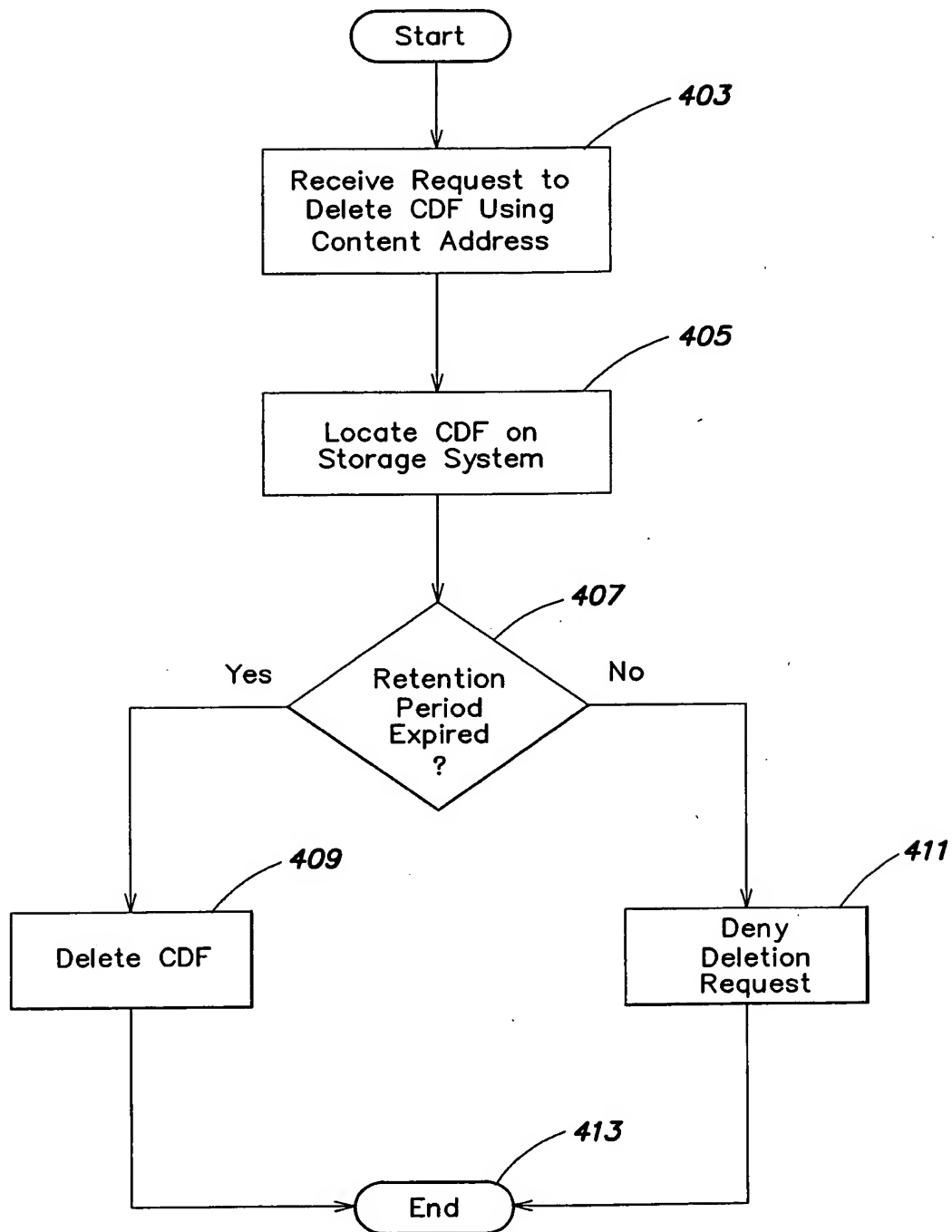


FIG. 4

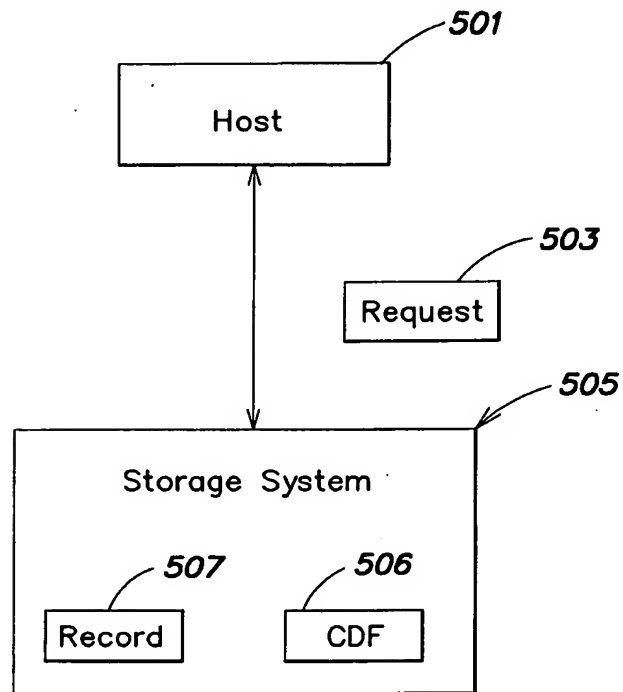


FIG. 5

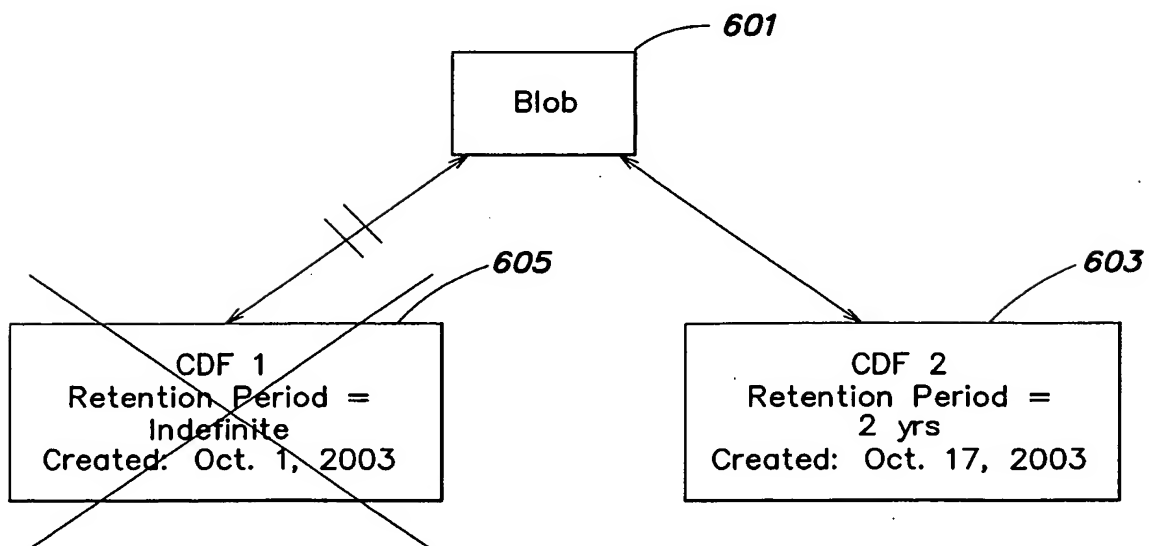


FIG. 6

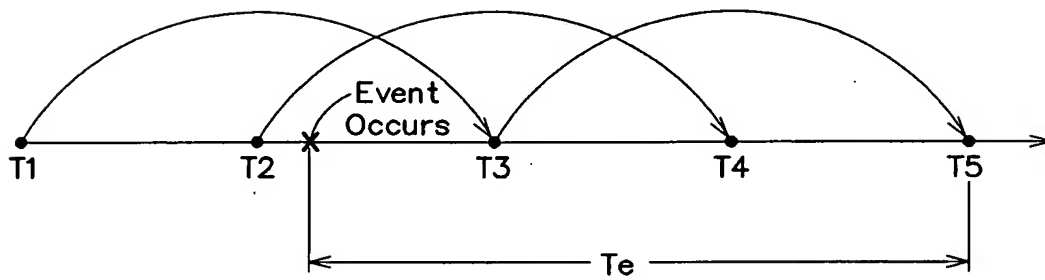


FIG. 7A

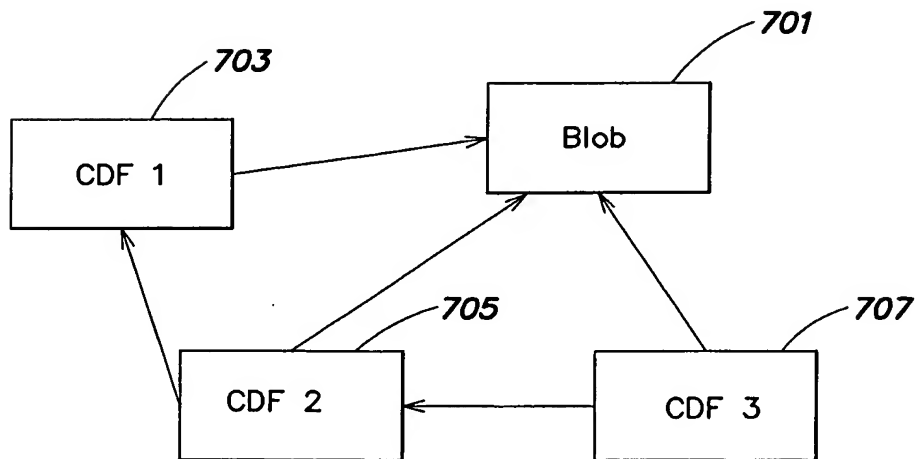


FIG. 7B

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Class	Retention Period
E-Mail	7 yrs.
Financial Records	5 yrs.

FIG. 8

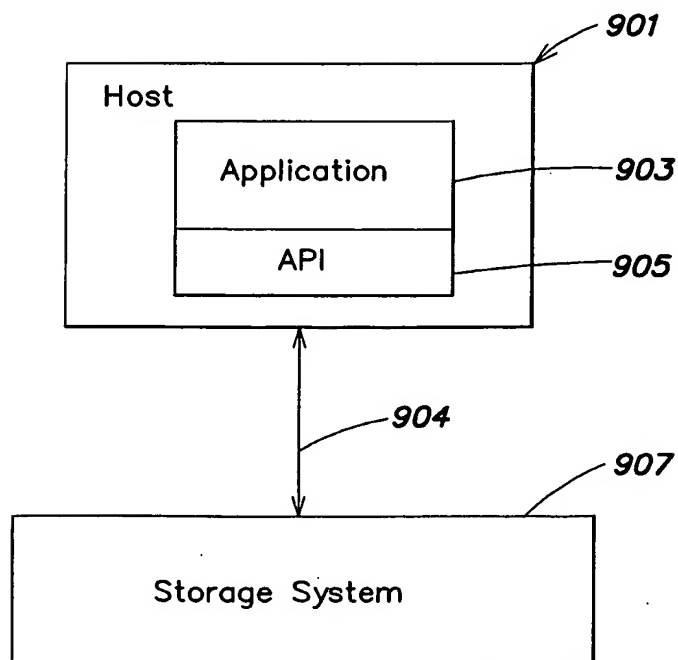


FIG. 9

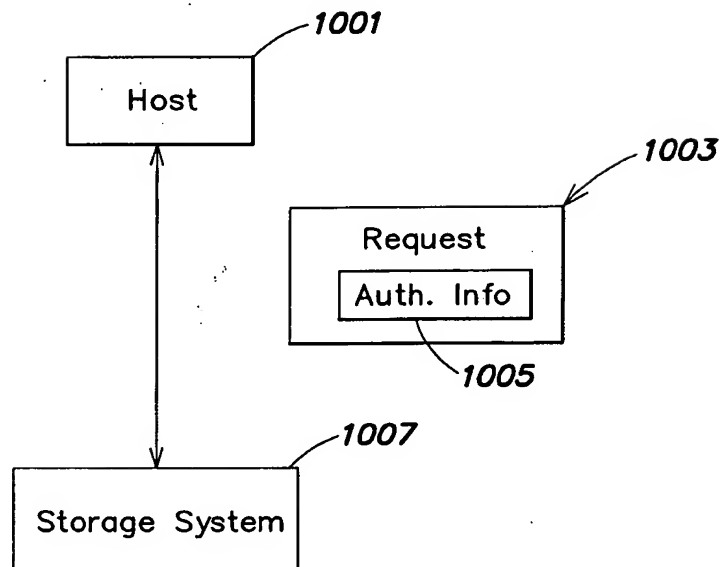


FIG. 10